



Application for Extended Student Leave

All enrolled students are required to attend school unless reasonable and valid grounds exist to be absent. Parents have a responsibility to ensure the attendance of their child at school.

- Reasonable grounds includes illness, infectious disease or a reason acceptable to the principal
- Unreasonable grounds for absence may include student's birthday, staying home with sick sibling or parent, weather conditions and other such occurrences.
- Parents seeking extended leave for their child must submit an application to the principal.
- Should the application not be approved any absence will be treated as an unapproved absence in keeping with the school attendance policy.

Details of requested leave

Student Name: _____

Year Level: _____

Leave Period Start: _____ **Leave Period End:** _____

Total amount of school days: _____

Reason: _____

Office use

Approved/ Unapproved: _____

Date entered: _____

Classroom teacher informed: _____

Principal Authorisation: _____